

State of Washington

Office of Insurance Commissioner (OIC)

Summary of Required Filings

2005 Annual Statement and 2006 Quarterly Statements

Foreign Property & Casualty Insurers

Clarified December 16, 2005

Insurers must file signatures on all statements, supplements and exhibits that require a signature.

If the PDF file does not contain a legally-binding digital signature(s),
then the insurer must also file the signature(s) on paper by the due date.

Due Date	Type	File with	
		OIC	NAIC
February 28, 2006 (March 1 for filing with the NAIC)			
Annual Statement and all March Supplements (including actuarial opinion)	paper	no	Yes
Annual Statement Electronic Filing and March PDF filing (including actuarial opinion)	electronic	Yes	Yes
WSHIP Assessment Report (WSHIP members only)	paper	Yes	no
March 1			
Risk-Based Capital Electronic Filing	electronic	no	Yes
Risk-Based Capital Report	paper	no	Yes
Foreign insurers do not file the RBC with the OIC			
April 1			
Supplemental Electronic Filing and PDF filing (including MD&A)	electronic	Yes	Yes
Supplemental Statement (all April supplements)	paper	no	Yes
May 1			
Combined Annual Statement Electronic Filing and PDF filing	electronic	Yes	Yes
Combined Annual Statement	paper	no	Yes
May 15			
Quarterly Statement Electronic Filing and PDF filing	electronic	no	Yes
Quarterly Statement	paper	no	Yes
Foreign insurers do not file quarterly statements or Jurats with the OIC			
June 1			
Accountants Letter of Qualifications PDF filing	electronic	Yes	no
Audited Financial Statements	paper	no	Yes
June PDF Filing (audited financial statements filing)	electronic	Yes	Yes
Report of Significant Deficiencies in Internal Controls PDF filing (if issued)	electronic	Yes	no
August 14			
Quarterly Statement Electronic Filing and PDF filing	electronic	no	Yes
Quarterly Statement	paper	no	Yes
Foreign insurers do not file quarterly statements or Jurats with the OIC			
November 14			
Quarterly Statement Electronic Filing and PDF filing	electronic	no	Yes
Quarterly Statement	paper	no	Yes
Foreign insurers do not file quarterly statements or Jurats with the OIC			

Do not file an "Amendment" or "Re-filing" in lieu of an "Original" filing. You may be subject to a fine.
"Re-filings" are for NAIC database purposes only and should not affect PDF files at the OIC.

Foreign Property & Casualty Insurers

Notes and Instructions

Washington

2005 Annual Statement and
2006 Quarterly Statements

NOTES AND INSTRUCTIONS (APPLY TO ALL FILINGS)		
A	Questions on filing:	360-725-7200, ASFI@oic.wa.gov
B	Electronic Filing Address: Paper Filing Address: U.S. Mail: Private Third-Party Delivery Service:	ftp ftp.oic.wa.gov Same FTP password as 2005. Attention: Company Supervision Division PO Box 40259, Olympia, WA 98504-0259 Attention: Company Supervision Division 5000 Capitol Boulevard SE, Tumwater, WA 98501
C	Filing Fees:	Included on the Premium Tax form. Do NOT submit with the Annual Statement documents!
D	Premium Tax Payments:	Due on or before March 1. E-Tax is at https://fortress.wa.gov/oic/etax/
E	Delivery Instructions:	The cancellation mark or shipping date stamped by the post office or third-party delivery service is considered the date filed. If the due date is a Saturday, Sunday or legal holiday, the due date is the next business day.
F	Late Filings:	The commissioner shall suspend or revoke the certificate of authority.
G	Original Signatures:	Reproduction of original signatures or facsimile allowable.
H	Signature/Notarization/ Certification:	Jurat: At least two officers must sign.
I	Amended Filings:	Only file electronically. Follow the NAIC instructions and SSAP No. 3.
J	Exceptions from normal filings:	<ul style="list-style-type: none"> • Exemption or extension requests are processed only when you provide a copy of the approval from the domestic regulator. • Notice of exemptions from Audited Financial Statements must comply with WAC 284-07-100(2). • Address written requests to Dennis Edward Julnes, Chief Financial Analyst. Email to DennisJ@oic.wa.gov or fax to 360-586-2022.
K	Bar Codes:	We require NAIC bar codes on any paper signature page that has a NAIC document identifier code.
L	Signed Jurat:	Not accepted in lieu of an electronic filing.
M	NONE Filings:	We allow consecutive "none" pages on one page.
N	Filings new, discontinued or modified materially since last year:	None.
O	WSHIP Notice of Assessment Report	Required for all members. Available on http://www.insurance.wa.gov .
P	Special Insurance Liability Report	Available on http://www.insurance.wa.gov . Contact person: Mr. Lee Barclay, FCAS, MAAA, ARM, 360-725-7115, LeeB@oic.wa.gov

Foreign Property & Casualty Insurers

General Instructions

Washington

2005 Annual Statement and 2006 Quarterly Statements

Refer to Washington Administrative Code (WAC) 284-07-050(4)(d), WAC 284-07-060(2)(c) and WAC 284-07-100(6) for information regarding the **Signature Pages**.

February 28, 2006

The filing due date with the NAIC is March 1 (see RCW 48.05.400)

The **Annual Statement Electronic Filing** includes the annual statement data and all supplements due March 1, according to the NAIC *Quarterly and Annual Statement Instructions* ("ASI"). This includes all detail investment schedules and other supplements for which the ASI exempt printed detail.

The **March PDF Filing** is the .pdf files of the annual statement data, detail for investment schedules, state pages and supplements that the ASI shows as due March 1.

March 1

The **Risk-Based Capital Electronic Filing** includes all risk-based capital data.

April 1

The **Supplemental Electronic Filing** includes all ASI supplements due April 1.

The **Supplemental PDF Filing** is the .pdf files for all ASI supplemental schedules and exhibits due April 1.

May 1

The **Combined Annual Statement Electronic Filing** includes the required pages of the combined annual statement and the combined Insurance Expense Exhibit.

The **Combined Annual Statement PDF Filing** is the .pdf file for the Combined annual statement data and the combined Insurance Expense Exhibit.

May 15, August 14 and November 14

The **Quarterly Electronic Filing** includes the quarterly statement data.

The **Quarterly PDF Filing** is the .pdf for quarterly statement data.

June 1

The **Accountant's Letter of Qualifications PDF filing** is a .pdf file of the accountant's letter of qualifications.

The **June PDF Filing** is the .pdf file of the Audited Financial Statements. **If you are exempt, you must directly notify us in writing by the due date.**

The **Report of Significant Deficiencies in Internal Controls PDF filing** is a .pdf file of the report. You must file this report if the accountant issues it, even if the report says the accountant did not find any deficiencies. The due date is within 60 days after filing the audited financial statements, but shown as June 1 for convenience and consistency with the NAIC checklist template.

This is a courtesy summary; it does not relieve the insurer from complying with all statutes and regulations.